

E-CHECK PAYMENT IN TAP

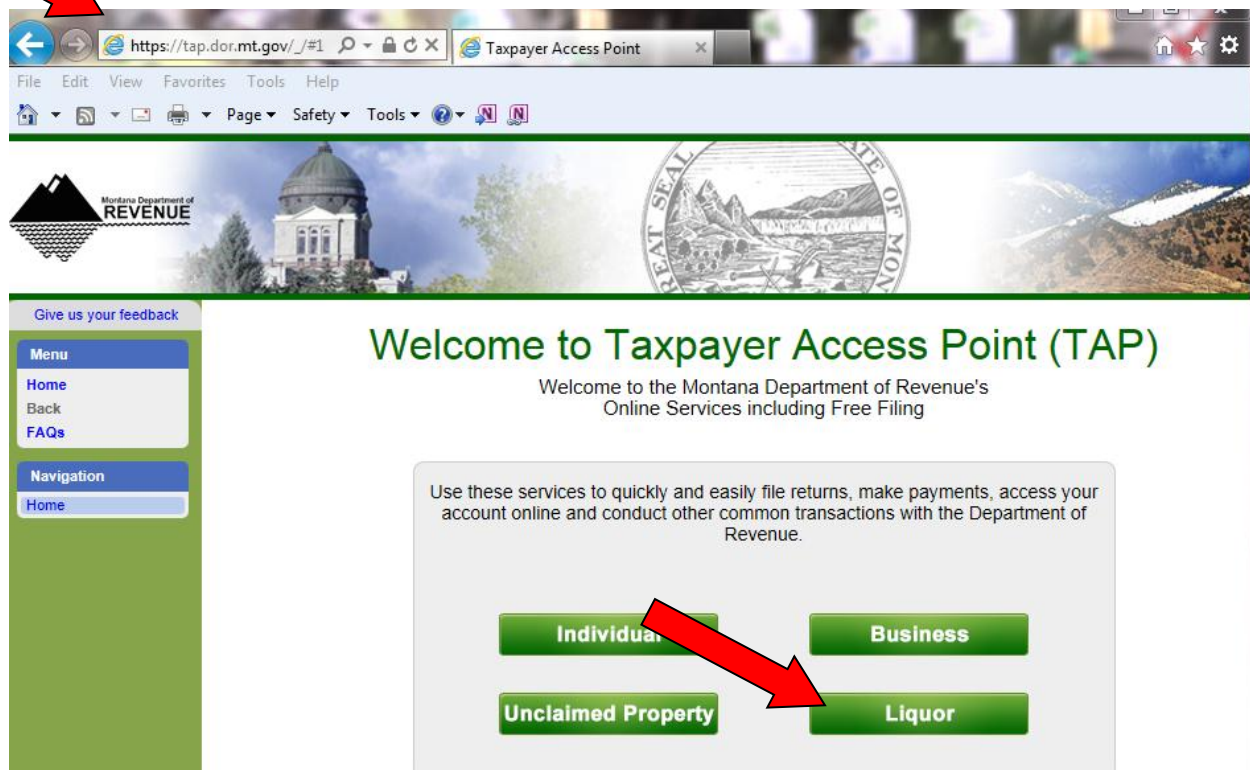
THERE IS NO FEE

Go to the TAP website at https://tap.dor.mt.gov/_/#1

(you can add this site to your favorites)

Now at the "TAP" Website

Click "Liquor"



Click "Login"

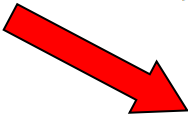
[Give us your feedback](#)

Menu
[Home](#)
[Back](#)
[FAQs](#)

Navigation
[Home](#)

Liquor Services

The Liquor Control Division is committed to providing quality electronic services to customers with liquor vendor accounts, agency store owners, liquor licensees and registrants. To log in to your account or sign up for account access, please click on one of the links below TAP Services. Other Services are available for all users. If you experience any problems, please contact us toll free at (866)-859-2254 or 444-6900 (in Helena)

**TAP Services**
Login REQUIRED
[Login](#)
[Sign up Now!](#)

Other Services
[Vendor Calculator](#)
[Vendor Calculator - Up](#)
[License Search](#)
[Server Training Submit](#)
[Server Training Search](#)

Login Services Include:

- *Make and view payments*
- *Request name and address changes*
- *File & Pay Liquor License Renewals*
- *File requests for license changes, alterations, non-use status*
- *File catering reports & wholesale agreements*
- *File, view & amend beer, wine & hard cider tax returns*
- *View & print orders, backorders, invoices and coupons (Agency Liq. Stores only)*
- *Online ordering (Agency Liquor Stores only)*
- *Access product reports*

Revised 4/16/2013

Call 406-444-0719 or
800-332-6135, option 2

email: MLohrman@mt.gov Page 2

After logging into your account you will be at the Account Details screen.

Click "Account I.D."

Give us your feedback

Menu

- Home
- FAQ's
- Log Off
- RunDate: 17-Jan-2012
- Toggle Log
- View My Profile
- Add Account
- Another Account

Montana Tax Number

Balance

Names and Addresses

Legal Name

DBA Name

Location Address

Mailing Address

Accounts¹ Requests Web Messaging Letters⁵⁶

My Accounts¹

My Accounts

Account Type	Name	Frequency	Address	Balance
-004-LIQ	Agcy Liq Str	Weekly-Mon		

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This will bring you to the account detail screen Click "Make a Payment"

Give us your feedback

Menu

- Home
- Back
- FAQ's
- Log Off
- RunDate: 17-Jan-2012
- Toggle Log
- View Back Orders
- Submit RLD
- Make a Payment

Account ID:

Processed and Pending Customer Orders

Invoice #	Order Detail	Filing Period	Closed	Status	Posted Price	Agent Price	Invoice/Coupon	Order Adjustments
202765	Change Order	17-Jan-2012	11-Jan-2012	Confirmed	1,010.80	880.67		
202674	Order Details	10-Jan-2012	11-Jan-2012	Shipped	20,975.00	18,274.68	Invoice/Coupon	
202611	Order Details	03-Jan-2012	04-Jan-2012	Shipped	9,151.80	7,973.60	Invoice/Coupon	
202450	Order Details	27-Dec-2011	28-Dec-2011	Shipped	23,717.00	20,663.67	Invoice/Coupon	
202373	Order Details	20-Dec-2011	21-Dec-2011	Shipped	25,734.55	22,421.48	Invoice/Coupon	
202352	Order Details	13-Dec-2011	14-Dec-2011	Shipped	359.40	313.13	Invoice/Coupon	
202255	Order Details	13-Dec-2011	14-Dec-2011	Shipped	37,231.15	32,438.01	Invoice/Coupon	
202201	Order Details	06-Dec-2011	07-Dec-2011	Shipped	34,419.10	29,987.98	Invoice/Coupon	
202025	Order Details	29-Nov-2011	30-Nov-2011	Shipped	19,950.95	17,382.46	Invoice/Coupon	
201965	Order Details	22-Nov-2011	22-Nov-2011	Shipped	25,202.65	21,958.06	Invoice/Coupon	
201845	Order Details	15-Nov-2011	16-Nov-2011	Shipped	19,513.60	17,001.42	Invoice/Coupon	
201821	Order Details	08-Nov-2011	09-Nov-2011	Shipped	627.90	547.06	Invoice/Coupon	
201719	Order Details	08-Nov-2011	09-Nov-2011	Shipped	19,877.00	17,318.03	Invoice/Coupon	

Click on Pay by E-Check – **There is No Fee**

Payments can be made to your account by direct ACH debit (E-Check) from a checking or savings account or by using a Visa or MasterCard credit card.

Please click on the option you would like to use.



There is no charge for ACH debit payments.
There is a processing fee included in credit card transactions.

Fill in all required information and Click "Submit", "Log Off"

You can schedule your payment up to 365 days in advance. The payment date entered will be recorded as the date paid. Any payments entered after 3:45 p.m. MST may not clear your bank for two business days. International bank accounts are not supported at this time.

A screenshot of a web-based payment form. On the left is a green sidebar menu with links: Home, Back, FAQs, Log Off, RunDate: 11-Feb-2013, Toggle Log, Navigation, My Accounts, Liq. Store, Payment Method, Payments. Below the menu are "Submit" and "Cancel" buttons. A red arrow points to the "Submit" button. The main form area has a header "Agency Liquor Store Account" with a dropdown menu showing "I-003-LIQ". To the right is a "Pay Date" field with "11-Feb-2013" and a calendar icon. Below this is a "PAY TO THE ORDER OF" field with "Department of Revenue" and a balance field showing "0.00". A red arrow points to the "Pay Date" field. Below the "PAY TO THE ORDER OF" field is a "ME" field. Below that are four input fields: "Bank Account Type:" (a dropdown menu), "Routing Number:", "Account Number:", and "Account Number Confirm:". Red arrows point to each of these four fields. Below the input fields is a "Foreign Bank" checkbox and a "Save as default for Agency Liquor Store Account" checkbox. At the bottom is a "CHOOSE PAYMENT SOURCE" section with a "New payment source" option. A red arrow points to the "New payment source" option.

How do I find my bank routing and account number?

Your Name
123 Your Street
Your Hometown, State 12345

12-03

1026

Date

Pay to the Order of \$

YOUR CHECK

Memo

123456789 1234567890101 1026

12-3/ 456 XX 789

ABA/Routing Number Account Number Check Number

Can I save my bank information for future use? Yes. You can save your banking information.

After logging into TAP, Click “View My Profile” from your Home Screen

TAS TAP
http://161.7.28.34/TAS/ /#11

Montana Department of REVENUE

Give us your feedback:

Menu

- Home
- FAQ's
- Log Off
- RunDate: 17-Jan-2012
- Toggle Log
- View My Profile**
- Add Access to Another Account

Names and Addresses

Legal Name

DBA Name

Location Address

Mailing Address

Accounts¹ Requests Web Messaging Letters⁹⁶

My Accounts¹

My Accounts

Id	Account Type	Name	Frequency	Address	Balance
-004-LIQ	Agcy Liq Str		Weekly-Mon		

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Under “My Accounts”, Click “Advanced Payment Options”

The screenshot shows a web application interface. On the left is a sidebar with a 'Menu' section containing links: Home, Back, FAQs, Log Off, RunDate: 21-Feb-2013, and Toggle Log. Below this is a 'Navigation' section with links: My Accounts, My Profile, and Update Mailing Options. The main content area has a header with 'Give us your feedback' and 'I WANT TO' (with links: Update Profile, Cancel My Online Access, Change Password). Below the header are tabs: 'MY ACCOUNTS' (selected) and 'MANAGE LOGINS'. Under 'MY ACCOUNTS' are sub-tabs: 'ACCOUNT PAYMENT SOURCES' and 'ADVANCED PAYMENT OPTIONS' (selected). The main content area displays 'MANAGE DEFAULT PAYMENT INFORMATION FOR EACH OF YOUR ACCOUNTS' with a table. A red arrow points from the 'Log Off' link in the menu to the 'MY ACCOUNTS' tab. Another red arrow points from the 'ADVANCED PAYMENT OPTIONS' sub-tab to the 'Add New' link in the table.

Name	Account Type	Id	Payment Source
Agency Liquor Store Account		-003-LIQ	Setup

Click “Add New”

This screenshot is similar to the previous one, but the 'Add New' link in the table is highlighted with a red arrow. The 'Add New' link is located at the end of the table row.

Enter banking information and Click “Save”

The screenshot shows the 'PAYMENT SOURCE' form. It has a 'Bank Account Type' dropdown menu and a 'Source Name' text field with the value 'My Bank Account'. Below this is a large box containing the following fields: 'PAY TO THE ORDER OF' (with the value 'Department of Revenue'), 'FOR:' (with the value 'MICHAEL SOULE'), 'Routing Number' (with a red arrow pointing to it), 'Account Number', and 'Confirm Account Number'. At the bottom left of the form are 'Save' and 'Cancel' buttons. A red arrow points from the 'Log Off' link in the sidebar menu to the 'Save' button.

Can I change or delete bank information I have saved?

Yes. You can change or delete bank account information by completing the steps below:

After logging into TAP, Click “View My Profile” from your Home Screen

The screenshot shows the TAP interface with a green header and a left-hand menu. A red arrow points to the 'View My Profile' link in the menu. The main content area displays user information and account details.

Menu

- Home
- FAQ's
- Log Off
- RunDate: 17-Jan-2012
- Toggle Log
- View My Profile**
- Add Access to Another Account

Names and Addresses

Legal Name
DBA Name
Location Address
Mailing Address

Accounts Requests Web Messaging Letters

My Accounts

Id	Account Type	Name	Frequency	Address	Balance
-004-LIQ	Agcy Liq Str		Weekly-Mon		

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Under “Accounts”, Click “Advanced Payment Options”

The screenshot shows the TAP interface with a green header and a left-hand menu. A red arrow points to the 'Advanced Payment Options' link in the menu. The main content area displays user information and account details.

Menu

- Home
- Back
- FAQs
- Log Off
- RunDate: 21-Feb-2013
- Toggle Log
- Advanced Payment Options**

PROFILE

Web Name:
Phone 1:
Phone 2:
Email:
Question:

I WANT TO

- Update Profile
- Cancel My Online Access
- Change Password

MY ACCOUNTS **MANAGE LOGINS**

ACCOUNT PAYMENT SOURCES **ADVANCED PAYMENT OPTIONS**

MANAGE DEFAULT PAYMENT INFORMATION FOR EACH OF YOUR ACCOUNTS

Name	Account Type	Id	Payment Source
Agency Liquor Store Account		-003-LIQ	Setup

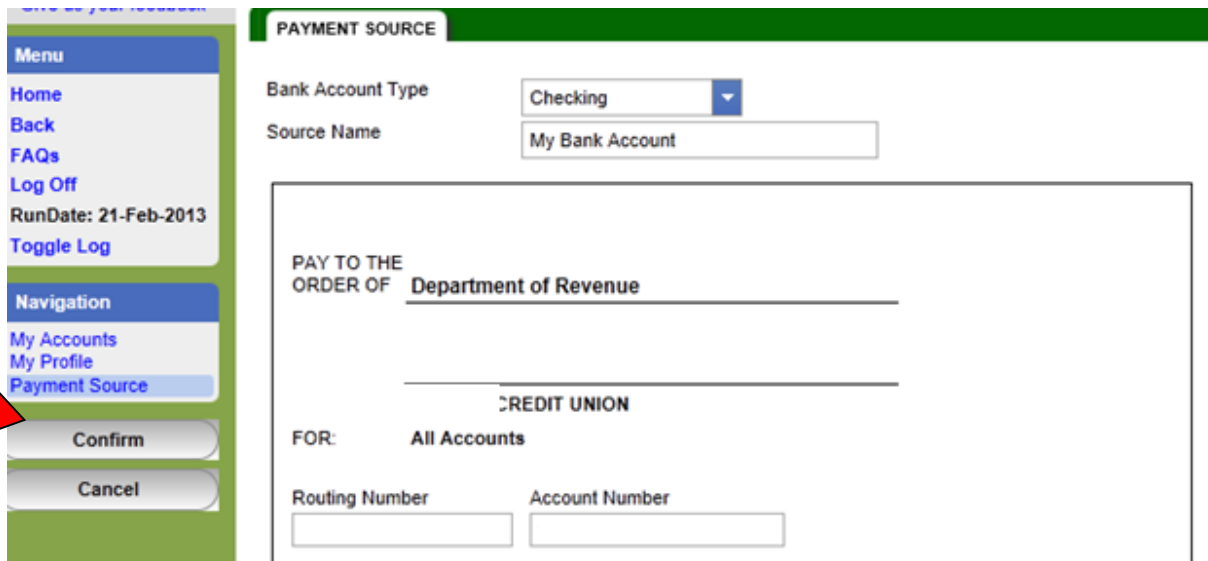
Click "Bank Name"

The screenshot shows a user profile page. On the left is a navigation menu with links: Home, Back, FAQs, Log Off, RunDate: 21-Feb-2013, Toggle Log, My Accounts, My Profile, and Update Mailing Options. The main content area has a 'PROFILE' section with fields for Web Name, Phone 1, Phone 2, Email, and Question. To the right is a 'I WANT TO' section with links: Update Profile, Cancel My Online Access, and Change Password. Below these are tabs for 'MY ACCOUNTS' and 'MANAGE LOGINS'. Under 'MY ACCOUNTS' are 'ACCOUNT PAYMENT SOURCES' and 'ADVANCED PAYMENT OPTIONS'. The 'ACCOUNT PAYMENT SOURCES' section has a heading 'MANAGE PAYMENT INFORMATION FOR ANY OF YOUR ACCOUNTS' and a table with columns 'Name' and 'Filter'. A red arrow points to the 'Name' column, specifically to the text 'Bank Name'.

Click "Delete" on left side of screen

The screenshot shows a 'PAYMENT SOURCE' page. On the left is a navigation menu with links: Home, Back, FAQs, Log Off, RunDate: 21-Feb-2013, Toggle Log, My Accounts, My Profile, Payment Source, Change, and Delete. A red arrow points to the 'Delete' button. The main content area has a 'PAYMENT SOURCE' section with a 'Bank Account Type' dropdown menu set to 'Checking' and a 'Source Name' text box containing 'My Bank Account'. Below this is a large box containing the following text: 'PAY TO THE ORDER OF Department of Revenue', 'CREDIT UNION', 'FOR: All Accounts', 'Routing Number', and 'Account Number'.

Click “Confirm” on left side of screen. “Log Off”



The screenshot shows a web application interface for managing payment sources. On the left is a sidebar with a menu and navigation options. The main area is titled 'PAYMENT SOURCE' and contains a form for adding or editing a payment source. A red arrow points to the 'Confirm' button in the sidebar.

Menu

- Home
- Back
- FAQs
- Log Off
- RunDate: 21-Feb-2013
- Toggle Log

Navigation

- My Accounts
- My Profile
- Payment Source

PAYMENT SOURCE

Bank Account Type:

Source Name:

PAY TO THE ORDER OF:

FOR:

Routing Number:

Account Number:

Confirm

Cancel